

Weakley County Board of Education

Descriptor Code:
2.802

Payroll Procedures

Revised Date:
11/03/11

Central Office

If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period.

Payroll procedures shall be as follows:

1. All personnel will be paid with twelve (12) monthly installments.

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Cross References:

Compensation Guides and Contracts 5.110
Resignation 5.204
Retirement 5.205
Overtime Pay 5.604